

How to Apply to the Summer Internship At Bank Hapoalim



Internship Requirements

The internship will run from Sunday, June 17 – Thursday, August 9, 2007.

Students participating in the internship program are fully responsible for their own round - trip travel to Israel, as well as room and board.

Fluency in Hebrew is not required to participate in the internship.

Academic background in the following professions: business management, finance, economics, computers, marketing and related fields.

How to Apply

Applicants must submit:

- A completed application form – attached
- A copy of their resume
- A signed and sealed letter of recommendation from a business school professor who can attest to the student's character and intellect. The letter must be received via regular mail, not via e-mail.
- An essay no longer than one-page in length detailing why an internship with Bank Hapoalim is of interest and what is to be gained from the experience
- An unofficial transcript

All application materials should be sent to:

Bank Hapoalim-ICC Internship

Attn: Zach Gelman

Israel on Campus Coalition

800 8th St., NW

Washington DC 20001

or by e-mail to zgelman@israelcc.org

Deadline for Submission:

All applications must be received by February 15th, 2007 at 4 pm EST.

Application Form



First Name: _____

Address: _____

Phone Number: _____

Email: _____

Academic Institution: _____

Major Subject: _____

Minor Subject: _____

Year in University: _____

Languages: _____

Hobbies: _____

What are your expectations of the program?

In your opinion, what are the advantages of an internship in a large organization such as Bank?

Application Form (continued)



Which professional areas in the bank are of interest to you?

(Please refer to the job placements document when answering this question)

1. _____

2. _____

3. _____

What professional skills would you hope to acquire or to improve during your internship in Bank Hapoalim?

In your opinion, what can be your contribution to Bank Hapoalim, interests, skills or knowledge?

What are your professional ambitions and plans for the future?

How do you feel about participating in an internship in a different culture in a foreign country?

Good Luck!

Frequently Asked Questions

How long is the Internship?

The internship lasts 8 weeks - it commences on June 17th and ends on August 9th.

Is it possible to come early/leave later/leave earlier?

Yes, it is possible, as long as it is coordinated with the Bank in advance.

What exactly will I be doing at the Bank?

It depends on your specific work placement however in general you will be involved in short terms projects. Tasks may include data analysis, benchmark, preparing presentations/ reports, etc. A lot of work will be done in Microsoft Word, PowerPoint, and possibly Excel, so make sure that you are familiar with these programs. Interns placed in more technical units will do more data analysis.

What skills are necessary to be able to perform the necessary jobs?

Each job placement has its own requirements regarding the candidate's skills, experience and academic background. There is a list of job placements and you will be able to review it and apply for the job you are most qualified for.

Is it essential to know Hebrew?

Hebrew is not required, but depending on your work placement, it could be very helpful. The more Hebrew you know, the easier it will be to adapt to your work environment.

Where are the Bank's offices located?

Most of the Bank's HQ offices are located in the center of Tel Aviv. In due course, you will be provided the exact address of your work location and maps.

Is it recommended to live in Tel Aviv, or can I live in another city?

It is your choice where to live, however – it is recommended to live in the center area. Work starts at 8:00 - 9:00 am each day, so keep that in mind when choosing your method of transportation to work.

What housing will I have and do I have to pay for this?

Housing is neither arranged nor paid by the Bank. We recommend looking into options early and often. Note that Tel Aviv is very busy during the summer and housing may take some time to find. Helpful sites are Craig's List and Yahoo Groups. We recommend that you work with the other interns to finding housing arrangements together so that the search process is more manageable. Once the selection process is complete, we will circulate a list of interns and their contact information so that you can find housing together.



Frequently Asked Questions (continued)

How much money will I be getting paid and when?

You will be paid an amount of net US\$1,000 at the end of the internship. Efforts will be made to pay half of the amount in July and the remainder in August.

What kind of safety precautions does the Bank have?

Upon arrival, you will receive a security briefing. The Bank has a 24-hour Help Center, which can provide assistance and information on any issue.

What are the working days and hours in the Bank?

Standard working week is Sunday – Thursday and working hours in most departments are 8:00 – 16:00, however it may vary between departments and will be agreed with your hosting manager.

Will I be expected to work full time?

You will be expected to work during working hours, except when there are other program activities, such as trips and seminars. Any time off should be coordinated with your hosting manager.

Do I have free time to travel on the weekends?

Time for travel is available after work and on Friday and Saturdays. The Bank sponsors trips, which are included in the program.

What is the dress code in the Bank?

Dress code is business casual.

How can my parents get in contact with you?

Prior to the start of the program, you will receive all relevant contact details for the Bank, and your parents are welcome to use this information to contact us at any time.

How will the Bank accommodate religious practices/observances of interns?

All the food-related events take place in established kosher institutions. There are many kosher restaurants in the vicinity of the Bank and no activities take place on Shabbat.



Frequently Asked Questions (continued)

When do I find out if I am accepted?

Below is the application timeline:

- On or before January 15, 2007 Recruitment Materials/Applications distributed
- February 15, 2007 All applications due to Zach Gelman at 4pmEST
- February 16, 2007-March 4, 2007 Applications Reviewed.
- March 5, 2007 Recommendations Made to the Bank by ICC
- March 6, 2007-March 14, 2007 Bank Managers review recommendations
- March 15, 2007 Applicants will be notified about their status and Students accepted into the internship will be notified about their placement.

Where do I go on my first day of work?

The internship will commence with a 1/2 day opening session at the HQ offices in Hanegev Street, Tel Aviv. In due course, you will receive details and directions.

Is there financial aid available for the internship or the expenses?

Bank Hapoalim does not provide such assistance. You may want to check with your academic institution, your personal Bank, Federation, your local synagogue, or your local Hillel about receiving financial support for the internship.

If I don't have a passport, when do I need to get one and how long does it take?

If you do not already have a passport, obtaining one can be a lengthy process and can take several weeks, so we recommend starting the process a few months ahead of your departure date. First time applicants need to apply in person at a passport agency and can expect to wait six weeks for the arrival of their new passport. Most likely, you will need your new passport number to make your flight reservations, so please make sure you get your passport early. For more information on this process and on where to go to get a passport, please check out the Department of State websites.



Frequently Asked Questions (continued)

When should I book my travel?

You can begin to book your travel when you are notified of your acceptance. Depending on how much you want to pay, you should book either far in advance or last minute. Tickets to Israel during peak travel season cost anywhere from \$1,500-\$2,000, depending on what kind of student discounts you can get. If you are flexible with travel dates and don't mind not knowing exactly when you leave, you should book your travel late. You will also need to book domestic travel to the gateway city where your flight to Tel Aviv will depart from. You can do this once you know when you will be flying to Israel.

How much spending/living money will I need per week?

This depends on where you choose to live during your internship and varies by person. If you are living in Tel Aviv, keep in mind that it is a major city and that expenses are higher there than in other areas during the country. Excluding rent, participants from last year spent between \$85 and \$180 a week for food, transportation, and other entertainment (this number does not include rent or other living expenses). An average meal at a restaurant in Tel Aviv costs between \$15 and \$20. Grocery shopping per week could range from between \$40 and \$60. These two totals vary by person. In addition to housing expenses, former interns estimate that you will probably spend at least \$1,000 during the entire summer for spending/living expenses (not including rent).

Do I need a work visa for this experience?

No.

Am I covered for medical insurance?

It is your own responsibility to arrange medical cover for yourself for the whole period of your stay in Israel. You may want to check if you are covered through your provider in the States and if not, to arrange a specific policy to cover you for any health problems.



Frequently Asked Questions (continued)

Can I rent a cell phone for the time in Israel?

We strongly recommend that you have a cell phone on you for the whole period in Israel, so that you will be available for any updates on activities, etc. and also, so that you will be able to contact family and friends while in Israel. You will need to contact the cellular companies for details. Good cell phone companies include:

Amigo (used by 4 Interns last year): <http://www.amigo-us.com/index.cfm>

Israel Phones: <http://www.israelphones.com>

Also, keep in mind that you will be able to take your own cell phone if you have an adaptable SIM card.

Who participated in the program last year and can I talk to one of them?

All students who participated in the 2006 program have expressed their willingness to be involved in the preparations this year and have offered their assistance in answering questions of candidates. You can contact them to receive firsthand information about any aspect of the internship. Their names, universities, and e-mail addresses are below:

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|------------------------------|---------------------------------------|
| Batami Baskin (Texas) | Batami.Baskin@bba03.mcombs.utexas.edu |
| David Schneid (Cornell) | djs97@cornell.edu |
| Benjamin Berg (Brandeis) | ben01@brandeis.edu |
| Vicki Korchagin (Penn State) | vkorchagin@psu.edu |
| Daniel Hillman (Penn) | hillmand@sas.upenn.edu |
| Jonathan Hefter (Penn) | hefter@wharton.upenn.edu |
| Elan Mosbacher (Maryland) | elanmosb@umd.edu |
| Talia Komorov (FAU) | tkomorov@fau.edu |
| Benjamin Bloch (Arizona) | bbloch@email.arizona.edu |

Who is the contact person at Bank Hapoalim?

Daphna Freeman at Human Resources Dept. – daphna.freeman@mailpoalim.co.il

